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UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL RESEARCH SERVICE  
ANIMAL DISEASE ERADICATION BRANCH  
Washington 25, D. C.

AUG 26 1955

U. S. DEPARTMENT OF AGRICULTURE

July 1, 1955

ADE Branch Memorandum No. 508.35

To : All ADE Branch Stations  
From : R. W. Morgan, Administrative Officer  
Subject: Branch Policy Relating to Overtime Work

I PURPOSE

The purpose of this memorandum is to establish Branch policy relative to the performance of overtime work. Branch policy will be established within the provisions of Administrative Memorandum No. 402.2 dated May 23, 1955, and 402.4 dated June 21, 1955.

II GENERAL

There will be no delegation of authority for approval of overtime below the Branch-Chief level except as outlined herein. All existing authority for overtime work in the Branch is hereby canceled as of July 5, 1955, except at those few stockyards stations where overtime has been approved as part of the regular tour of duty. Any station wishing to pay irregular or unscheduled overtime after July 5 should submit requests for approval immediately.

III POLICY

There will be no approval for payment of overtime to employees in Grades GS-10 and above. Employees in those grades will receive compensatory time where necessary. Overtime work will be approved only when it is specifically presented that no other arrangements can be made which will take care of the situation. Overtime payment will be allowed for services rendered by diagnosticians while actually engaged in diagnosing conditions suspected of being of a vesicular nature, travel, and standby time excluded.

RW Morgan

